



LOS ANGELES COUNTY WIA BULLETIN

**NUMBER : B-DWA-04-11
YTH-04-11**

**SUBJECT: DATA ELEMENT
VALIDATION**

DATE: 11/16/04

EFFECTIVE DATE: IMMEDIATELY

PAGE 1 OF 1

****FOR YOUR IMMEDIATE ATTENTION****

TO: WIA Adult Contractors
WIA Youth Contractors

The purpose of this Bulletin is to notify you that the Los Angeles County Workforce Investment Area has been selected by the Department of Labor (DOL) for the next round of data validation. The Data Validation process is mandated by DOL in Training and Employment Guidance Letter (TEGL) 3-03, Change 1, dated August 20, 2004.

The DOL requires the State to review over 1,100 files statewide by February 1, 2005. Initially, the State Validator requests the sampled case files at the time of arrival at the local office, but because of the size and complexity of California's system, the selected Local Workforce Investment Areas will receive a list of files to be reviewed three days prior to the site visit. It is anticipated the review will take four days to complete.

The State plans to review our files the week of December 13, 2004. A total of 94 files will be reviewed (27 Adult, 40 Younger Youth, and 27 Older Youth). Dislocated Worker files are not scheduled for review. The files selected will cover participants who exited the program anytime from April 1, 2002 through September 30, 2003.

The files will be randomly selected by the State and will be identified by participant name and a corresponding Applicant Number. Once the State forwards this listing to us, our MIS Unit will determine the contractor responsible for the participant names listed. It is conceivable that every contractor could have 1 or more files on the list. We will not know until MIS reviews the listing by the Applicant Numbers.

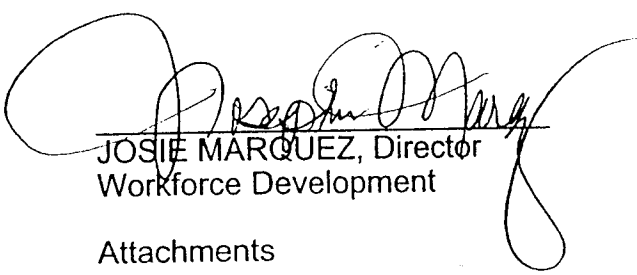
The State has indicated they will forward the listing after 4 p.m. on Monday, December 6, 2004. We will forward the listings to you on Tuesday, December 7, 2004.

The selected files must be at our offices no later than 10 a.m. on Monday, December 13, 2004. Please deliver Adult files to Sandra Miller in Room 304. Please deliver Younger Youth and Older Youth files to Virginia Enriquez in Room 308. You may submit either originals or copies. The files will be available for pick-up when the review is completed.

Attached are two documents received from the State regarding the up-coming file review:

- Attachment 1: 26 page document entitled "WIA Data Element Validation Instructions"
- Attachment 2: 8 page document entitled "Attachment A: Source Documentation. Revised Elements for Data Validation & Source Documentation Requirements for WIA Programs." Note: pages 7 and 8 of this document do not pertain to the WIA Program.

If you have any questions, please contact Michael Arredondo, MIS Supervisor, at (213) 738-2786.



JOSIE MARQUEZ, Director
Workforce Development

Attachments

WIA Data Element Validation Instructions

Validation Instruction: These instructions present the data elements, reference numbers, formats, element definitions, federal sources, and validation rules needed to perform data element validation. The federal sources are the generic, federally recommended source documentation. The "State Version of Sources" column can be used to enter state-specific versions of the federally approved documentation.

Two types of validation rules exist:

1. If the validation instruction says **MATCH**: Enter a checkmark in the box in the pass column if the data on the worksheet match the data in the source documentation. Enter a checkmark in the box in the fail column if the data on the worksheet do not match the data in the source documentation or if no source documentation is found.
To match, the data on the worksheet must be the same as the data in the source documentation. For example, if the worksheet says a participant's date of birth is July 1, 1975, then the source documentation must also have July 1, 1975 as the birth date.
2. If the validation instruction says **SUPPORT**: Enter a checkmark in the box in the pass column if the data on the worksheet are supported by the data in the source documentation. Enter a checkmark in the box in the fail column if the data on the worksheet are not supported by the data in the source documentation or if no source documentation is found.
To support, the data on the worksheet must be similar to the data in the source documentation. This instruction is used when information must be interpreted or processed before it can be applied to the participant's records. For example, source documentation can support basic skills deficient.

Data Element	Ref #	Format	Element Definition	Federal Sources	Additional State Sources	Validation Rules
Individual identifier	1	Numeric: XXXXXXXXXX	An identification number assigned to each person.	Social Security Card; DD-214; passport; Database assigned number from state management information system.		Match
Date of birth	2	Date: YYYYMMDD	Date on which the individual was born.	Copy of ID; Baptismal Record; Birth Certificate; DD214; Report of Transfer or Discharge Paper; Driver's License; Federal, State, or Local Government Identification Card; Hospital Record of Birth; Passport; Public Assistance/ Social Service Records; School Records/ Identification Card; Work Permit; cross-match with Department of vital statistics; tribal records	Telephone verification	Match
Individual with a disability	3	Numeric: 1 = Yes 2 = Yes and	An individual with any disability as defined in section 3 of the Americans	Letter from Drug or Alcohol Rehabilitation Agency; Medical Records; Observable Condition	Telephone verification	Support

D. Element	Ref #	Format	Element Definition	Federal Sources	Additional State Sources	Validation Rules
		disability results in a substantial impediment to employment 3 = No	with Disabilities Act of 1990 (42 U.S.C. 12102).	(Applicant Statement); Physician's Statement; Psychiatrist's Statement; Psychologist's Diagnosis; Rehabilitation Evaluation; School Records; Sheltered Workshop Certification; Social Service Records/Referrals; Social Security Administration Disability Records; Veterans Administration Letter/Records; Vocational Rehabilitation Letter; Worker's Compensation Record		
Veteran status	4	Numeric: 1 = Yes <= 180 days 2 = Yes > 180 days 3 = No	A veteran can either be: an individual who served in the active U.S. military, naval, or air service for a period less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable; or, an individual who met the above conditions for more than 180 days.	DD-214; Cross-match with Veterans Data; Cross-match with Wagner-Peyser, state management information system.		Support
Employment status at registration	5	Numeric: 1 = Employed 2 = Not employed	Whether an individual is employed or not employed at registration.	Case file notes showing information collected from registrant at registration; pay stub.	Applicant statement	Support
Unemployment compensation programs (U.I.)	6	Numeric: 1 = Eligible claimant referred by WPRS 2 = Eligible claimant not referred by WPRS 3 = Exhaustee 4 = Neither claimant nor exhaustee	An eligible claimant is an individual who has been determined to be monetarily eligible for benefit payments under one or more State or Federal unemployment compensation programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights.	UI Cross-Match; state management information system; WIA application form; self-attestation.	Pay stubs, W-2 and/or TaxReturns, Employer or Union Rep Statement	Support
Low income	7	Numeric: 1 = Yes 2 = No	A registrant in one or more of the following categories: (A) receives, or is a	Affirmity Agreement; Applicant Statement; Award Letter from Veterans Administration; Bank	Accountant statement	Support

<i>D. Element</i>	<i>Ref #</i>	<i>Format</i>	<i>Element Definition</i>	<i>Federal Sources</i>	<i>Additional State Sources</i>	<i>Validation Rules</i>
			<p>member of a family which receives, cash payments under a Federal, State or income-based public assistance program;</p> <p>(B) received an income, or is a member of a family that received a total family income, for the six-month period prior to registration for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A) and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size does not exceed the higher of:</p> <p>(i) the poverty line, for an equivalent period; or</p> <p>(ii) 70 percent of the lower living standard income level, for an equivalent period;</p> <p>(C) a member of a household that receives (or has been determined within the 6-month period prior to registration for the program involved to be eligible to receive) Food Stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);</p> <p>D) qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302); or</p> <p>(E) is a foster child on behalf of whom State or local government payments</p>	<p>Statements; Compensation Award Letter; Court Award Letter; Employer Statement/Contact; Farm or Business Financial Records; Housing Authority Verification; Pay Stubs; Pension Statement; Public Assistance Records; Quarterly Estimated Tax for Self-Employed Persons; Social Security Benefits; UI Documents and/or Printout; state management information system; case notes; written statement from an individual providing residence; written statement from a shelter; written statement from a social service agency.</p>		

<i>I. Element</i>	<i>Ref #</i>	<i>Format</i>	<i>Element Definition</i>	<i>Federal Sources</i>	<i>Additional State Sources</i>	<i>Validation Rules</i>
Temporary Assistance to Needy Families (TANF)	8	Numeric: 1 = Yes 2 = No	Participants who were referred by the TANF agency, who participated in the TANF assessment program as a requirement prior to opening a TANF grant, and who received support services from the TANF agency.	Case Notes; Cross-Match with TANF; public assistance records; state management information system.	Telephone verification	Support
General Assistance (GA) (State/local government), Refugee Cash Assistance (RCA), Supplemental Security Income (SSI-SSA Title XVI)	9	Numeric: 1 = Yes 2 = No	A participant who receives cash from one or more of the following sources: General Assistance, Refugee Cash Assistance, Supplemental Security Income	Copy of authorization to receive cash public assistance; Copy of Public Assistance Check; Medical Card Showing Cash Grant Status; Public Assistance Records/Printout; Refugee Assistance Records; Case Notes; state management information system; WIA registration form; cross match with Public Assistance database.	Telephone verification	Support
Highest school grade completed	10	Numeric: 00= No school grade completed 01-11 = Number of elementary/secondary school grades completed 12= High school graduate 88= Attained certificate of equivalency for a high school degree (e.g., GED) 13-15= Number of school years completed. 16= Bachelor's degree or equivalent 17= Education beyond the Bachelor's degree	The highest grade the individual completed at time of enrollment.	Applicant Statement; School Record; School Verification; Transcript; Self-Certification		Support

<i>L</i>	<i>Element</i>	<i>Ref #</i>	<i>Format</i>	<i>Element Definition</i>	<i>Federal Sources</i>	<i>Additional State Sources</i>	<i>Validation Rules</i>
	Displaced homemaker	11	Numeric: 1 = Yes 2 = No	An individual who has been providing unpaid services to family members in the home and who- (1) has been dependent on the income of another family member but is no longer supported by that income; and (2) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment	Self-attestation form; Public Assistance Records; Divorce Paper, Court Records; Bank Records; Spouse's Layoff Notice; Spouse's Death Record.		Support; Not Validated for Youth
	Date of actual qualifying dislocation	12	Date: YYYYMMDD	The last day of employment at the dislocation job.	Self-Certification; Verification from Employer; Notice of Layoff; Rapid Response List; Public announcement with follow-up cross-match with UI system	Union verification Photocopy of printed media article or announcement describing layoff – copy must identify source	Match; Not Validated for Youth
	Homeless individual and/or a runaway youth	13	Numeric: 1 = Yes 2 = No	An individual who lacks a fixed, regular, adequate nighttime residence; and any individual who has a primary nighttime residence that is a public or private operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. Also includes a runaway youth. NOTE: Does not include a person imprisoned or detained pursuant to an Act of Congress or State law.	Applicant Statement; Written Statement from an Individual Providing Residence; Written Statement from a Shelter; Written Statement from Social Service Agency; WIA registration form.	Telephone verification	Support; Not validated for adults and dislocated workers
	Offender	14	Numeric: 1 = Yes 2 = No	An individual: (1) who is or has been subject to any stage of the	Documentation from Juvenile Justice/Criminal Justice System; Documented Phone	Police records Newspaper Statement from	Support; Not validated for

D. Element				Federal Sources			Additional State Sources		Validation Rules	
Ref #	Format	Element Definition								
		criminal justice process, for whom services under WIA may be beneficial; or (2) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.	Call with Juvenile Justice/Criminal Justice Representative; Self-attestation; WIA registration form.			Probation Officer Statement from Halfway House	adults and dislocated workers			
Pregnant or parenting youth	15	Numeric: 1 = Yes 2 = No An individual who is under 22 years of age and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18.	Copy of Child's Birth Certificate; Baptismal Record; Doctor's Note Confirming Pregnancy; Applicant Statement of Pregnancy; observation.			Medical card Hospital record	Support, Not validated for adults and dislocated workers			
Youth who needs additional assistance	16	Numeric: 1 = Yes 2 = No A youth, aged 14-21, who requires additional assistance to complete an educational program, or to secure and hold employment as defined by State or local policy. If the State Board defines a policy, the policy must be included in the State Plan.	See State policy and State plan; individual service strategy; case notes; WIA registration form; self-attestation; state management information system.			Locally defined	Support, Not validated for adults and dislocated workers			
Education status at time of registration	17	Numeric: 1 = Student, H.S. or less 2 = Student, attending post-H.S. 3 = Not attending school; H.S. dropout 4 = Not attending school; H.S. graduate Education status at time of registration	Applicant, Statement; Applicable Records from Educational Institution (i.e., diploma, GED certificate, post-secondary enrollment, attendance record, dropout letter or documentation from school); attendance record; dropout letter or documentation from school; WIA registration form; state management information system				Support, Not validated for adults and dislocated workers			
Basic literacy skills deficiency (as defined in §664.205)	18	Numeric: 1 = Yes 2 = No The individual meets the State or local level definition of basic literacy skills deficient.	Standardized Assessment Test; School Records; Case Notes; state management information system.			Locally defined may include standardized tests and school records	Support, Not validated for adults and dislocated workers			
Date of WIA Title I-B	19	Date:	The registration date should	Date of Application and			Match			

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registration		YYYYMMDD	be the date of the first WIA Title I-B service (other than informational or self-service activities for adults and dislocated workers).	Signature Date Signed; WIA status form; state management information system.		
Date of WIA exit	20	Date: YYYYMMDD	The last date on which WIA Title I or partner services were received by the individual excluding followup services.	Case notes; WIA status/exit forms; state management information system.		Match
Supportive services (except needs-related payments) received	21	Numeric: 1= Yes 2= No	For adults and dislocated workers, supportive services include services such as transportation, child care, dependent care, and housing that are necessary to enable an individual to participate in activities authorized under Title I of WIA, consistent with the provisions of Title I. Supportive services for youth, as defined in WIA section 101(46), may include linkages to community services; assistance with transportation; assistance with child care and dependent care; assistance with housing; referrals to medical services; and assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.	Case notes; state management information system.		Support
Needs-related payments (Adults/Dislocated Workers in training services) or stipends (Youth in training)	22	Numeric: 1= Yes 2= No	This item only applies to individuals who received WIA title 1-B funded needs related payments.	Receipt of Services in Case File; state management information system		Support
Date of first intensive	23	Date:	The date the individual	Cross-Match between Dates of		Match;

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Service		YYYYMMMD	began receiving intensive services.	Service and Vendor Training Info; case notes; state management information system.		Not validated for youth
Date of first training service	24	Date: YYYYMMMD	The date the individual began receiving training services.	State management information system; case notes		Match; Not validated for youth
Established Individualized Training Account (ITA)	25	Numeric: 1= Yes 2= No	The purchase of the individual's services utilizing an Individual Training Account established for adults or dislocated workers and funded by WIA Title I.	Check account activity; case file; asset database; state management information system; WIA status form.		Match; Not validated for youth
Adult education, basic skills and/or literacy activities	26	Numeric: 1= Yes 2= No	The individual received adult education, basic skills and/or literacy skills.	Vendor Training Documentation; Certificate; Case Notes; certificate; case file/notes; state management information system.		Support; Not validated for youth
On-the-job training	27	Numeric: 1= Yes 2= No	Training by an employer that is provided to a paid participant while engaged in productive work in a job that: (A) provides knowledge or skills essential to the full and adequate performance of the job; (B) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and (C) is limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided.	Vendor Training Documentation; case notes; state management information system; OJT master contact.		Support; Not validated for youth
Occupational skills training or skills	28	Numeric: 1= Yes 2= No	An individual received occupational skills training or skills upgrading/retraining.	Vendor Training Documentation; Certificate of achievement or credential.		Support; Not validated for

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upgrading/retraining, and/or workplace training			and/or workplace training	Case Notes; state management information system; school records; diploma.		youth
Occupational skills training code	29	Numeric: 0000000000	The 6 digit Standard Occupational Classification (SOC) code, 8 digit O*Net 3.0 Code, 9-digit DOT code, the 5-digit OES code, or the 5 or 6-digit O*NET code that best describes the training occupation for adults and dislocated workers who received on-the-job training or occupational skills training and youth who received employment services related to a specific occupation.	State management information system; NAICS Code; O*NET or DOT/OES code description of training occupation; case notes.		Match
Occupational skills training code type	30	Numeric: 1 = 6 digit SOC code 2 = 8 digit O*Net 3.0 Code 3 = 6-digit CIP code(classroom training only) 4 = 9-digit DOT code 5 = 5-digit OES code 6 = 5 or 6-digit O*Net98 code 0 = None	The type of code used to report the OCCUPATIONAL SKILLS TRAINING CODE.	State management information system; O*NET or DOT/OES code; NAICS Code.		Support
Educational achievement services	31	Numeric: 1= Yes 2= No	Educational achievement services include, but are not limited to: Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies; and alternative secondary school offerings.	Case notes; activity sheets; sign-in sheets; attendance rosters; vendor contract; state management information system.		Support; Not validated for adults and dislocated workers
Employment services	32	Numeric: 1= Yes	Preparation for and success in employment services	Case notes; activity sheets; sign-in sheets; attendance		Support; Not

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		2= No	include, but are not limited to: Paid and unpaid work experiences, including internships, and job shadowing; and Occupational skill training.	rosters; vendor contract; state management information system.		validated for adults and dislocated workers
Received summer youth employment opportunities	33	Numeric: 1= Yes 2= No	The youth received summer employment opportunities.	Case notes; activity sheets; sign-in sheets; attendance rosters; work agreement; state management information system.		Support; Not validated for adults and dislocated workers
Additional support for youth services	34	Numeric: 1= Yes 2= No	Supports for youth services include, but are not limited to: Adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation; Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.	Case notes; activity sheets; sign-in sheets; attendance rosters; state management information system; pay stub; vendor contract.		Support; Not validated for adults and dislocated workers
Leadership development opportunities	35	Numeric: 1= Yes 2= No	Leadership development opportunities are opportunities that encourage responsibility, employability, and other positive social behaviors such as: (a) Exposure to postsecondary educational opportunities; (b) Community and service learning projects; (c) Peer-centered activities, including peer mentoring and tutoring; (d) Organizational and team work training, including team leadership training; (e) Training in	Case notes; activity sheets; sign-in sheets; attendance rosters; state management information system; pay stub; vendor contract.		Support; Not validated for adults and dislocated workers

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			decisionmaking, including determining priorities; and (f) Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources.			
Received follow-up services	36	Numeric: 1 = Yes received 12 months of follow up services 2 = No, did not receive 12 months of follow up services	The youth received followup services.	Case notes; activity sheets; sign-in sheets; attendance rosters; receipt for follow-up supportive services; state management information system.		Support. Not validated for adults and dislocated workers
Employed in quarter after exit quarter	37	Numeric: 1 = Yes 2 = No 3 = Individual has exited but employment information is not yet available	Individuals should be considered as employed if wage records for the quarter show earnings greater than zero. When supplemental sources are used, individuals should be counted as employed if they did any work at all as paid employees, worked in their own business, profession, or worked on their own farm.	UI Wage Records; WRS; Supplemental Data Sources as Defined in the TEGL 7-99; State management information system.		Support
Source of supplemental data	38	Numeric: 1 = Case management, follow-up services, surveys of participants, and/or verification with the employer. 2 = Record sharing and/or automated record matching with administrative records	Non-wage records data source.	Case Files; Follow-up services; surveys; record sharing and/or automated Record Matching with Other Employment and Administrative Databases; WRS; other out of state wage records systems.		Support
Occupational code (if available)	39	Numeric: 000000000	The occupational code that best describes the	State management information system; NAICS Code; O*NET		Match

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			individual's employment.	or DOT/OES code description for training occupation; case notes.			
Occupational code type	40	1 = 6 digit SOC code 2 = 8 digit O*Net 3.0 Code 4 = 9-digit DOT code 5 = 5-digit OES code 6 = 5 or 6-digit O*Net98 code	The type of occupation code used for Reference #37 (WIASRD Element 603)	State management information system; O*NET or DOT/OES code; NAICS Code.			Support
Entered training-related employment	41	Numeric: 1 = Yes 2 = No 8 = Training did not impart job-specific skills 9 = Relationship of employment to training cannot be determined	Employment in which the individual uses a substantial portion of the skills taught in the training received by the individual.	Employer contact (call, mail, or e-mail); state management information system; WIA exit or status form; cross-match between occupational training code and occupation code.			Support
Method used to determine training-related employment	42	Numeric: 1 = Comparison of the occupation codes between the training activity and the job 2 = Comparison of the industry of employment with the occupation of training using an appropriate crosswalk 3 = Other appropriate method	Method used to determine if the individual obtained training-related employment.	Employer contact (call, mail, or e-mail); state management information system; WIA exit or status form.			Support
Employed in third quarter after exit quarter	43	Numeric: 1 = Yes 2 = No 3 = Individual	Individuals should be considered as employed if wage records for the quarter show earnings greater than	UI Wage Records; WFRIS; Supplemental Data Sources as Defined in the TEGl 7-99; State management information			Support

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		has exited but employment information is not yet available	zero. When supplemental sources are used, individuals should be counted as employed if they did any work at all as paid employees, worked in their own business, profession, or worked on their own farm.	system.		
Source of supplemental data	44	Numeric: 1 = Case Management, follow-up services, surveys of participants and/or verification with the employer. 2 = Record sharing and/or automated record matching with administrative records	Non-wage records data source.	Case Files; Follow-up services; surveys; record sharing and/or automated Record Matching with Other Employment and Administrative Databases; WRS; other out of state wage records systems.		Support
Employed in fifth quarter after exit quarter	45	Numeric: 1 = Yes 2 = No 3 = Individual has exited but employment information is not yet available	Individuals should be considered as employed if wage records for the quarter show earnings greater than zero. When supplemental sources are used, individuals should be counted as employed if they did any work at all as paid employees, worked in their own business, profession, or worked on their own farm.	UI Wage Records; WRS; Supplemental Data Sources as Defined in the TEGL 7-99; State management information system.		Support
Source of supplemental data	46	Numeric: 1 = Case Management, follow-up services, surveys of participants and/or verification with the employer. 2 = Record sharing and/or automated record matching with	Non-wage records data source.	Case Files; Follow-up services; surveys; record sharing and/or automated Record Matching with Other Employment and Administrative Databases; WRS; other out of state wage records systems.		Support

<i>L</i>	<i>Element</i>	<i>Ref #</i>	<i>Format</i>	<i>Element Definition</i>	<i>Federal Sources</i>		<i>Additional State Sources</i>	<i>Validation Rules</i>
			administrative records					
	Third quarter prior to registration	47	Numeric: 00000.00	Total earnings in the third quarter before registration for adults, older youth, and dislocated workers without a dislocation date before the registration date.	UI Wage Records; WRIS; other state wage records; federal wage databases.			Match
	Third quarter prior to dislocation	48	Numeric: 00000.00	Earnings in the third quarter before dislocation for dislocated workers.	UI Wage Records; WRIS; other state wage records; federal wage databases.			Match: Validate blanks Only validated for dislocated workers
	Second quarter prior to registration	49	Numeric: 00000.00	Total earnings in the second quarter before registration for adults, older youth, and dislocated workers without a dislocation date before the registration date.	UI Wage Records; WRIS; other state wage records; federal wage databases.			Match: Validate blanks
	Second quarter prior to dislocation	50	Numeric: 00000.00	Earnings in the second quarter before dislocation for dislocated workers.	UI Wage Records; WRIS; other state wage records; federal wage databases.			Match: Validate blanks Only validated for dislocated workers
	First quarter following the exit quarter	51	Numeric: 00000.00	Total earnings from wage records for the quarter.	UI Wage Records; WRIS; other state wage records; federal wage databases.			Match: Validate blanks
	Second quarter following the exit quarter	52	Numeric: 00000.00	Total earnings from wage records for the quarter.	UI Wage Records; WRIS; other state wage records; federal wage databases.			Match: Validate blanks
	Third quarter following the exit quarter	53	Numeric: 00000.00	Total earnings from wage records for the quarter.	UI Wage Records; WRIS; other state wage records; federal wage databases.			Match: Validate blanks
	Fourth quarter following the exit quarter	54	Numeric: 00000.00	Total earnings from wage records for the quarter.	UI Wage Records; WRIS; other state wage records; federal wage databases.			Match: Validate blanks

<i>L. Element</i>	<i>Ref #</i>	<i>Format</i>	<i>Element Definition</i>	<i>Federal Sources</i>	<i>Additional State Sources</i>	<i>Validation Rules</i>
Fifth quarter following the exit quarter	55	Numeric: 00000.00	Total earnings from wage records for the quarter.	UI Wage Records; WRS; other state wage records; federal wage databases.		Match; Validate blanks
Type of recognized educational/ occupational certificate/credential/ diploma/degree attained	56	Numeric: 1 = High school Diploma/ Equivalency/GED 2 = AA or AS Diploma/Degree 3 = BA or BS Diploma/Degree 4 = Occupational Skills License 5 = Occupational Skills Certificate or Credential 6 = Other 8 = No credential received, individual received training. 9 = N/A, individual did not receive training	The type of credential obtained either during participation or by the end of the third quarter after exit from services (other than follow-up services).	Case notes; transcripts; certificates; diplomas; license; surveys; record sharing with the following: state board of governing community colleges, state board of governing universities, state education associations, integrated postsecondary education reporting unit, higher education planning unit, training institutions/providers, state management information system; enrollment form.		Support
Other reasons for exit	57	Numeric: 1 = Institutionalized 2 = Health/medical 3 = Deceased 8 = Reservists called to active duty who choose not to return to WIA	The participant exits program for some other reason for 90 days or more. These reasons can include institutionalization and medical problems.	Case notes; state management information system; waiver form; doctor's records; hospital records; contact with the penal system.		Support
In postsecondary education or advanced training in quarter after exit	58	Numeric: 1 = In advanced training 2 = In postsecondary education 3 = Not in further training/education	The individual was enrolled in advanced training or postsecondary education in the first quarter after exit.	Case notes; Transcripts; Certificates; Diplomas; Surveys; record sharing with the following: state board of governing community colleges, state board of governing universities, state education associations, integrated postsecondary education reporting unit, higher education planning unit.		Support; Not validated for adults and dislocated workers

<i>D. Element</i>	<i>Ref #</i>	<i>Format</i>	<i>Element Definition</i>	<i>Federal Sources</i>	<i>Additional State Sources</i>	<i>Validation Rules</i>
In postsecondary education or advanced training in the third quarter after exit.	59	Numeric: 1 = In advanced training 2 = In postsecondary education 3 = Did not enter further training	The individual was enrolled in advanced training or postsecondary education in the third quarter after exit.	unit, training institutions/providers; state management information system; enrollment form. Case management; follow-up services; surveys; Record sharing with State Boards governing Community Colleges, State Boards Governing Universities, State Education Associations, Integrated Postsecondary Education Reporting Unit, Higher Education Planning Unit, and Training Institutions/Providers; state management information system.		Support: Not validated for adults and dislocated workers
Goal #1 type	60	Numeric: 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Case notes; state management information system; WIA Youth form.		Support: Not validated for adults and dislocated workers
Date goal #1 was set	61	Date: YYYYMMDD	The date goal was set is the date a goal was identified for the youth.	Case notes; state management information system; WIA Youth form.		Match: Not validated for adults and dislocated workers
Attainment of goal #1	62	Numeric: 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending	Status of the individual's attainment of the goal.	Standardized Assessment Tests; case notes; WIA youth form; contact with an employer; state management information system.		Support: Not validated for adults and dislocated workers
Date attained goal #1	63	Date: YYYYMMDD	The date that the individual attained the goal.	Test Record; Transcript; School or Employer Notification; WIA youth form; case notes; state management information system.		Match: Not validated for adults and dislocated workers
Goal #2 type	64	Numeric:	Setting one basic skills goal	Case notes; state management		Support:

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		1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills	is required if the youth is basic literacy skills deficient.	information system; WIA Youth form.		Not validated for adults and dislocated workers
Date goal #2 was set	65	Date: YYYYMMDD	The date goal was set is the date a goal was identified for the youth.	Case notes; state management information system; WIA Youth form.		Match; Not validated for adults and dislocated workers
Attainment of goal #2	66	Numeric: 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending	Status of the individual's attainment of the goal.	Standardized Assessment Tests; case notes; WIA youth form; contact with an employer; state management information system.		Support; Not validated for adults and dislocated workers
Date attained goal #2	67	Date: YYYYMMDD	The date that the individual attained the goal.	Test Record; Transcript; School or Employer Notification; WIA youth form; case notes; state management information system.		Match; Not validated for adults and dislocated workers
Goal #3 type	68	Numeric: 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Case notes; state management information system; WIA Youth form.		Support; Not validated for adults and dislocated workers
Date goal #3 was set	69	Date: YYYYMMDD	The date goal was set is the date a goal was identified for the youth.	Case notes; state management information system; WIA Youth form.		Match; Not validated for adults and dislocated workers
Attainment of goal #3	70	Numeric: 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending	Status of the individual's attainment of the goal.	Standardized Assessment Tests; case notes; WIA youth form; contact with an employer; state management information system.		Support; Not validated for adults and dislocated workers

<i>L</i>	<i>Element</i>	<i>Ref #</i>	<i>Format</i>	<i>Element Definition.</i>	<i>Federal Sources</i>	<i>Additional State Sources</i>	<i>Validation Rules</i>
	Date attained goal #3	71	Date: YYYYMMDD	The date it was determined that the individual attained the goal.	Test Record; Transcript; School or Employer Notification; WIA youth form; case notes; state management information system.		Match; Not validated for adults and dislocated workers
	Goal #4 type	72	Numeric: 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Case notes; state management information system; WIA Youth form.		Support; Not validated for adults and dislocated workers
	Date goal #4 was set	73	Date: YYYYMMDD	The date goal was set is the date a goal was identified for the youth.	Case notes; state management information system; WIA Youth form.		Match; Not validated for adults and dislocated workers
	Attainment of goal #4	74	Numeric: 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending	Status of the individual's attainment of the goal.	Standardized Assessment Tests; case notes; WIA youth form; contact with an employer; state management information system.		Support; Not validated for adults and dislocated workers
	Date attained goal #4	75	Date: YYYYMMDD	The date it was determined that the individual attained the goal.	The date it was determined that the individual attained the goal.		Match; Not validated for adults and dislocated workers
	Goal #5 type	76	Numeric: 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Case notes; state management information system; WIA Youth form.		Support; Not validated for adults and dislocated workers
	Date goal #5 was set	77	Date: YYYYMMDD	The date goal was set is the date a goal was identified for the youth.	Case notes; state management information system; WIA Youth form.		Match; Not validated for adults and dislocated

<i>L. Element</i>	<i>Ref #</i>	<i>Format</i>	<i>Element Definition.</i>	<i>Federal Sources</i>		<i>Additional State Sources</i>	<i>Validation Rules</i>
							workers
Attainment of goal #5	78	Numeric: 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending	Status of the individual's attainment of the goal.	Standardized Assessment Tests; case notes; WIA youth form; contact with an employer; state management information system.			Support, Not validated for adults and dislocated workers
Date attained goal #5	79	Date: YYYYMMDD	The date it was determined that the individual attained the goal.	Test Record; Transcript; School or Employer Notification; WIA youth form; case notes; state management information system.			Match; Not validated for adults and dislocated workers
Goal #6 type	80	Numeric: 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Case notes; state management information system; WIA Youth form.			Support, Not validated for adults and dislocated workers
Date goal #6 was set	81	Date: YYYYMMDD	The date goal was set is the date a goal was identified for the youth.	Case notes; state management information system; WIA Youth form.			Match; Not validated for adults and dislocated workers
Attainment of goal #6	82	Numeric: 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending	Status of the individual's attainment of the goal.	Standardized Assessment Tests; case notes; WIA youth form; contact with an employer; state management information system.			Support; Not validated for adults and dislocated workers
Date attained goal #6	83	Date: YYYYMMDD	The date it was determined that the individual attained the goal.	Test Record; Transcript; School or Employer Notification; WIA youth form; case notes; state management information system.			Match; Not validated for adults and dislocated workers
Goal #7 type	84	Numeric: 1 = Basic Skills 2 = Occupational	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Case notes; state management information system; WIA Youth form.			Support; Not validated for

<i>Local Element</i>	<i>Ref #</i>	<i>Format</i>	<i>Element Definition</i>	<i>Federal Sources</i>	<i>Additional State Sources</i>	<i>Validation Rules</i>
		Skills 3 = Work Readiness Skills				adults and dislocated workers
Date goal #7 was set	85	Date: YYYYMMDD	The date goal was set is the date a goal was identified for the youth.	Case notes; state management information system; WIA Youth form.		Match: Not validated for adults and dislocated workers
Attainment of goal #7	86	Numeric: 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending	Status of the individual's attainment of the goal.	Standardized Assessment Tests; case notes; WIA youth form; contact with an employer; state management information system.		Support: Not validated for adults and dislocated workers
Date attained goal #7	87	Date: YYYYMMDD	The date it was determined that the individual attained the goal.	Test Record; Transcript; School or Employer Notification; WIA youth form; case notes; state management information system.		Match: Not validated for adults and dislocated workers
Goal #8 type	88	Numeric: 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Case notes; state management information system; WIA Youth form.		Support: Not validated for adults and dislocated workers
Date goal #8 was set	89	Date: YYYYMMDD	The date goal was set is the date a goal was identified for the youth.	Case notes; state management information system; WIA Youth form.		Match: Not validated for adults and dislocated workers
Attainment of goal #8	90	Numeric: 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending	Status of the individual's attainment of the goal.	Standardized Assessment Tests; case notes; WIA youth form; contact with an employer; state management information system.		Support: Not validated for adults and dislocated workers

<i>L. Element</i>	<i>Ref #</i>	<i>Format</i>	<i>Element Definition</i>	<i>Federal Sources</i>	<i>Additional State Sources</i>	<i>Validation Rules</i>
Date attained goal #8	91	Date: YYYYMMDD	The date it was determined that the individual attained the goal.	Test Record; Transcript; School or Employer Notification; WIA youth form; case notes; state management information system.		Match; Not validated for adults and dislocated workers
Goal #9 type	92	Numeric: 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Case notes; state management information system; WIA Youth form.		Support; Not validated for adults and dislocated workers
Date goal #9 was set	93	Date: YYYYMMDD	The date goal was set is the date a goal was identified for the youth.	Case notes; state management information system; WIA Youth form.		Match; Not validated for adults and dislocated workers
Attainment of goal #9	94	Numeric: 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending	Status of the individual's attainment of the goal.	Standardized Assessment Tests; case notes; WIA youth form; contact with an employer; state management information system.		Support; Not validated for adults and dislocated workers
Date attained goal #9	95	Date: YYYYMMDD	The date it was determined that the individual attained the goal.	Test Record; Transcript; School or Employer Notification; WIA youth form; case notes; state management information system.		Match; Not validated for adults and dislocated workers
Goal #10 type	96	Numeric: 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Case notes; state management information system; WIA Youth form.		Support; Not validated for adults and dislocated workers
Date goal #10 was set	97	Date: YYYYMMDD	The date goal was set is the date a goal was identified for the youth.	Case notes; state management information system; WIA Youth form.		Match; Not validated for adults and dislocated workers

<i>L. Element</i>	<i>Ref #</i>	<i>Format</i>	<i>Element Definition</i>	<i>Federal Sources</i>		<i>Additional State Sources</i>	<i>Validation Rules</i>
Attainment of goal #10	98	Numeric: 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending	Status of the individual's attainment of the goal.	Standardized Assessment Tests; case notes; WIA youth form; contact with an employer; state management information system.			Support; Not validated for adults and dislocated workers
Date attained goal #10	99	Date: YYYYMMDD	The date it was determined that the individual attained the goal.	Test Record; Transcript; School or Employer Notification; WIA youth form; case notes; state management information system.			Match; Not validated for adults and dislocated workers
Goal #11 type	100	Numeric: 1 = Basic Skills 2 = Occupational Skills 3 = Work Readiness Skills	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Case notes; state management information system; WIA Youth form.			Support; Not validated for adults and dislocated workers
Date goal #11 was set	101	Date: YYYYMMDD	The date goal was set is the date a goal was identified for the youth.	Case notes; state management information system; WIA Youth form.			Match; Not validated for adults and dislocated workers
Attainment of goal #11	102	Numeric: 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending	Status of the individual's attainment of the goal.	Standardized Assessment Tests; case notes; WIA youth form; contact with an employer; state management information system.			Support; Not validated for adults and dislocated workers
Date attained goal #11	103	Date: YYYYMMDD	The date it was determined that the individual attained the goal.	Test Record; Transcript; School or Employer Notification; WIA youth form; case notes; state management information system.			Match; Not validated for adults and dislocated workers
Goal #12 type	104	Numeric: 1 = Basic Skills 2 = Occupational Skills	Setting one basic skills goal is required if the youth is basic literacy skills deficient.	Case notes; state management information system; WIA Youth form.			Support; Not validated for adults and

<i>L</i>	<i>Element</i>	<i>Ref #</i>	<i>Format</i>	<i>Element Definition</i>	<i>Federal Sources</i>	<i>Additional State Sources</i>	<i>Validation Rules</i>
			3 = Work Readiness Skills				dislocated workers
	Date goal #12 was set	105	Date: YYYYMMDD	The date goal was set is the date a goal was identified for the youth.	Case notes; state management information system; WIA Youth form.		Match; Not validated for adults and dislocated workers
	Attainment of goal #12	106	Numeric: 1 = Attained 2 = Set, but not attained 3 = Set, but attainment pending	Status of the individual's attainment of the goal.	Standardized Assessment Tests; case notes; WIA youth form; contact with an employer; state management information system.		Support; Not validated for adults and dislocated workers
	Date attained goal #12	107	Date: YYYYMMDD	The date it was determined that the individual attained the goal.	Test Record; Transcript; School or Employer Notification; WIA youth form; case notes; state management information system.		Match; Not validated for adults and dislocated workers
	Attained Secondary School Diploma	108	Numeric: 1 = Attained a secondary school (high school) diploma 2 = Attained a GED or high school equivalency diploma 3 = Attending secondary school at exit 4 = Did not attain diploma or equivalent	Status of youth in his or her attempt to attain a secondary school diploma or equivalent.	Case notes; School Record; Transcript; Diploma; GED; Test Results; WIA youth form; state management information system.		Support; Not validated for adults and dislocated workers
	Date of high school diploma or GED attainment	109	Date: YYYYMMDD	The date of attainment should be the date on the diploma or equivalency certificate, if available. Otherwise, the date may be estimated.	Case notes; School Record; Transcript; Diploma; GED; Test Results; WIA youth form; state management information system.		Match; Not validated for adults and dislocated workers

<i>D. Element</i>	<i>Ref #</i>	<i>Format</i>	<i>Element Definition</i>	<i>Federal Sources</i>	<i>Additional State Sources</i>	<i>Validation Rules</i>
Youth placement information	110	Numeric: 1 = Entered postsecondary education 2 = Entered advanced training 3 = Entered military service 4 = Entered a qualified apprenticeship 5 = Entered unsubsidized employment 6 = Did not enter 1-5 above	The youth entered the following activities within 1 quarter of exit. Postsecondary education and advanced training are defined in Item 623. 1 or 2 Should be recorded only if the youth started to attend classes. 3 The youth entered military service (i.e., reported for active duty). 4 The individual entered a qualified apprenticeship program, i.e., a program approved and recorded by the ETA/Bureau of Apprenticeship and Training or by a recognized State Apprenticeship Agency. Approval is by certified registration or other appropriate written credential. 5 The youth entered full- or part-time unsubsidized employment. Unsubsidized employment is any employment, including self-employment, not financed by either funds provided under the Act or by direct wage subsidies provided by any type of public funds. See Item 601 for the definition of employment. Also include entry into the Peace Corps, VISTA and other National Service programs funded by the Federal Corporation for National and Community Service under the National Service and Community Service Trust Act of 1993 (Examples are activities in the AmeriCorps and the National Civilian Community	Cross-match with appropriate agencies, UI Wage records, community college and university records; employer phone contact; contact with family.		Support: Not validated for adults and dislocated workers

<i>D. Element</i>	<i>Ref #</i>	<i>Format</i>	<i>Element Definition</i>	<i>Federal Sources</i>	<i>Additional State Sources</i>	<i>Validation Rules</i>
Youth retention information (For all youth except those still attending secondary school at exit). Was the youth active in the third quarter following the exit quarter in any of the following activities:	111	Numeric: 1= In postsecondary education 2= In advanced training 3= In military service 4= In a qualified apprenticeship 5= In unsubsidized employment 6= Was not in 1-5 above	Corps programs). Do not include entry into the Armed Forces or entry into a qualified apprenticeship program. The primary activity that the youth was in at any time during the third quarter after exit.	Cross-match with appropriate agencies, UI Wage records, community college and university records; employer phone contact; contact with family.		Support; Not validated for adults and dislocated workers

<i>L. Element</i>	<i>Ref #</i>	<i>Format</i>	<i>Element Definition</i>	<i>Federal Sources</i>	<i>Additional State Sources</i>	<i>Validation Rules</i>
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ATTACHMENT A: SOURCE DOCUMENTATION

Revised Elements for Data Validation & Source Documentation Requirements For WIA Programs

This list is intended to provide guidance to states and grantees regarding what types of source documentation are acceptable to validate certain components of eligibility, services and outcomes as required on the reports. Please note:

- Only one document listed is required for each element. For example, for element #101 Individual Identifier, clients only need to present one of the listed documents such as a DD-214 or a passport or a Social Security card.
- Documentation is only required for clients who receive more than core services. Clients who enroll in training or other intensive services must provide the required source documents for validation purposes.

DATA ELEMENT	ADULT	DISLOCATED	OLDER YOUTH	YOUNGER YOUTH	Source Documentation Requirements
1 Individual Identifier #101	Yes	Yes	Yes	Yes	Social Security Card DD-214 Passport Database Assigned number from the state management information system
2 Date of Birth #102	Yes	Yes	Yes	Yes	Copy of ID, Baptismal record, birth certificate, DD-214, Report of Transfer or Discharge paper, driver's license, federal, state or local hospital record of birth, public assistance/social service records, school records or ID cards, work permit, cross match with Department of Vital Statistics, tribal records
3 Individual with a Disability #104	Yes	Yes	Yes	Yes	Letter from Drug or Alcohol rehabilitation agency, medical records, case notes regarding observable conditions, physician's statement, psychologist's diagnosis, rehabilitation evaluation, Social Security Administration records, school records, sheltered workshop certification, social service records or referrals, disability records, Veteran's medical records, vocational rehabilitation letter, worker's compensation record, self-attestation

DATA ELEMENT	ADULT	DISLOCATED WORKER	OLDER YOUTH	YOUNGER YOUTH	Source Documentation Requirements
4	Veteran's Status #111	Yes	Yes	Yes	DD-214, cross match with veterans data
5	Employment Status at Registration #115	Yes	No	Yes	Pay stub, case notes showing information collected from registrant
6	UI Compensation Programs #118	No	Yes	No	UI cross-match, UI notice of entitlement
7	Low Income #119	Yes	No	Yes	Alimony Agreement, applicant statement, award letter from veteran's administration, bank statements, compensation award letter, court award letter, pension statement, employer statement/contact, family or business financial records, housing authority verification, pay stubs, pension statement, social security benefits, public assistance records, quarterly estimated tax for self employed persons, Social Security benefits, UI documents
8	TANF #120	Yes	Yes	Yes	Cross match with TANF public assistance records
9	General Assistance #121	Yes	Yes	Yes	Copy of authorization to receive cash public assistance, copy of public assistance check, medical card showing cash grant status, public assistance, refugee assistance records, cross match with public assistance database
10	Displaced Homemaker #124	No	Yes	No	Public assistance records, court records, divorce papers, bank records, spouse's layoff notice, spouse's death record, self attestation
11	Date of Actual Qualifying Dislocation #125	No	Yes	No	Verification from employer, rapid response list, notice of layoff, public announcement with follow-up cross-match with UI, self attestation
12	Homeless individual and/or runaway youth #126	No	No	Yes	Written statements from an individual providing residence, shelter or social service agency, WIA registration form, self attestation

DATA ELEMENT	ADULT	DISLOCATED WORKER	OLDER YOUTH	YOUNGER YOUTH	Source Documentation
13 Offender #127	No	No	Yes	Yes	Documentation from juvenile or adult criminal justice system, documentation phone call with court representatives, WIA registration form, self attestation
14 Pregnant or parenting youth #128	No	No	Yes	Yes	Copy of child's birth certificate, baptismal record, observation, doctor's note confirming pregnancy, self attestation
15 Youth who needs additional assistance #129	No	No	Yes	Yes	See state policy and state plan, individual service strategy, case notes, WIA registration form, state MIS, self attestation
16 Education status at time of registration #130	No	No	Yes	Yes	Applicable records from education institution (GED certificate, diploma, attendance record, transcripts, drop out letter, school documentation), WIA registration form, State MIS, self attestation
17 Basic literacy skills deficiency (as defined in 664.205) #131	No	No	Yes	Yes	Standardized assessment test, school records, case notes
18 Date of WIA registration Title I-B #302	Yes	Yes	Yes	Yes	Date of application and signature, date signed WIA status form, state MIS information
19 Date of WIA Exit #303	Yes	Yes	Yes	Yes	WIA status/exit forms, state MIS data, Case notes
20 Supportive Services #330	No	No	Yes	Yes	Case notes
21 Date of first intensive service #332	Yes	Yes	No	No	Cross match between dates of service and vendor training information, vendor training documentation, state MIS, case notes
22 Date of first training service #333	Yes	Yes	No	No	Cross match between dates of service and vendor training information, vendor training documentation, state MIS, case notes
23 Established ITA #334	Yes	Yes	No	No	Check ITA account activity, Asset database, State MIS, case notes

DATA	ADULT	DISLOCATED	OLDER	YOUNGER	Source Documentation Requirements
24	Adult education, basic skills and/or literacy activity #335	Yes	Yes	No	Vendor training documentation, certificates, state MIS data, case notes
25	On-the-job training #336	Yes	Yes	No	Vendor training documentation, OJT master contract, state MIS data, case notes
26	Occupational skills training or skills upgrading/retraining and/or workplace training #337	Yes	Yes	No	Vendor training documentation, credentials, state MIS documents, school records, diploma, case notes
27	Educational achievement services #340	No	No	Yes	Activity sheets, sign-in sheets, attendance record, vendor contract, state MIS, case notes
28	Employment services #341	No	No	Yes	Activity sheets, vendor contract, attendance rosters, state MIS, case notes
29	Received summer youth employment opportunities #342	No	No	Yes	Activity sheets, work agreement, sign-in sheets, attendance roster, state MIS system, case notes
30	Additional support for youth services #343	No	No	Yes	Activity sheets, pay stub, sign-in sheets, attendance rosters, state MIS, vendor contract, case notes
31	Leadership development opportunities #344	No	No	Yes	Activity sheets, vendor contract, attendance roster, state MIS, case notes
32	Received follow-up services #345	No	No	Yes	Activity sheets, attendance rosters, receipt for follow-up support services, state MIS, case notes
33	Post Program Employment #601	Yes	Yes	No	UI Wage records, WRIS, supplemental data sources defined by TEGL 7-99 State management information system
34	Source of Supplemental Data #602	Yes	Yes	No	Follow-up services, surveys, record sharing and/or automated record matching with other employment and administrative databases, other out of state wage record systems, case notes

DATA	ADULT	DISLOCATED	OLDER	YOUTH	YOUTH	YOUNGER	Source Documentation	ELEMENT
35	Entered training	related employment	#605	Employed in third quarter after exit	#608	Source of supplemental data	#609	37
	Yes	Yes	Yes	Yes	No	Follow-up services, surveys, record sharing and/or automated record matching with other employment and administrative databases, other out of state wage record systems, case notes		
36	Employed in third quarter after exit	#608	Source of supplemental data	#609	37	Follow-up services, surveys, record sharing and/or automated record matching with other employment and administrative databases, other out of state wage record systems, case notes		
	Yes	Yes	Yes	Yes	No	UI wage records, WRS, supplemental data sources as defined in TBGL 7-99		
38	Third quarter prior to registration	#612	Third quarter prior to registration	#614	40	Second quarter prior to registration	#615	41
	Yes	Yes	Yes	Yes	No	UI wage records, WRS, federal wage databases		
39	Third quarter prior to dislocation	#613	Second quarter prior to dislocation	#614	40	Second quarter prior to dislocation	#615	41
	No	Yes	No	No	No	UI wage records, WRS, federal wage databases		
42	First quarter following the exit	#616	Second quarter following the exit	#617	43	Third quarter following the exit	#618	44
	Yes	Yes	Yes	Yes	No	UI wage records, WRS, federal wage databases		
45	Type of recognized educational/occupational certificate/credential/diploma/degree attained	#621	Type of recognized educational/occupational certificate/credential/diploma/degree attained	#621	45	Type of recognized educational/occupational certificate/credential/diploma/degree attained	#621	45
	Yes	Yes	Yes	Yes	No	Transcripts, certificates, diploma, surveys, case notes		

END OF WIA

DATA ELEMENT	ADULT	DISLOCATED WORKER	OLDER YOUTH	YOUNGER YOUTH	Source Documentation Requirements
46 Other reasons for exit #622	Yes	Yes	Yes	Yes	State MIS, waiver form, doctor's records, hospital records, contact with the penal system, case notes
47 In post-secondary education or advanced training in quarter after exit #623	No	No	Yes	No	Record sharing with state board of governing community colleges, state board of governing universities, state education associations, integrated post secondary education reporting unit, higher education planning unit, training certificates, diploma, survey enrollment form, case notes
48 In post-secondary education or advanced training in the third quarter after exit #624	No	No	Yes	No	Record sharing with state board of governing community colleges, state board of governing universities, state education associations, integrated post secondary education reporting unit, higher education planning unit, training certificates, diploma, survey enrollment form, case notes
49 Skill attainment goals Elements #625-672	No	No	No	Yes	Test records, transcripts, school/employer notification, state MIS, case notes
50 Attained secondary school diploma #673	No	No	No	Yes	Transcripts, diploma, notice from school
51 Date of High School diploma or GED #674	No	No	No	Yes	Transcripts, diploma, notice from school
52 Youth placement and retention information #675-676	No	No	No	Yes	Cross match with other agencies, apprenticeship verification, military service, advanced training, post secondary education, transcripts, registration forms, community college information, employer contacts, UI wage records, WRS, case notes

Revised Elements for NFJP Data Validation & Source Documentation Requirements

DATA ELEMENT		Source Documentation Requirements
1	Date of Enrollment #004	IBP Certification, self attestation, case manager/counselor intake application with signature
2	Date of Birth #005	Copy of ID, Baptismal record, birth certificate, driver's license, federal, state or local identification card, passport, hospital record of birth, public assistance/social service records, school records or ID cards, work permit, cross match with Department of Vital Statistics, tribal records
3	Qualifies for Sec. 167 Program as a Farmworker or dependent or spouse of a Farmworker #009	Pay stubs, W-2 forms, IRS 1040 forms, case manager/counselor intake notes, self attestation
4	Farmworker Status #011	Pay stubs, W-2 forms, IRS 1040 forms, case manager/counselor intake notes, self attestation
5	Number of individuals in the Family #013b	Birth certificate, family bible, IRS 1040 forms
6	Total Preprogram earnings during the 12-Month eligibility determination period #017	Pay stubs, W-2 forms, employer payroll records, IRS 1040 forms, Administrative wage records
7	Long-term Agricultural employment #020 f	IRS 1040 forms, pay stubs, intake application, case manager/counselor progress notes, self-attestation
8	Date of First Intensive Services #024	Case manager/counselor progress notes with signature, IBP assessment and diagnostic testing
9	Date of First Training Service #025	Case manager/counselor certification signature, employer signed document, attendance records from institution or instructor
10	Enrolled in program or activity leading to an educational or occupational credential or license #028	Case manager/counselor progress notes with signature; employer signed document; attendance records from institution or instructor; intake application
11	Date of Exit #035	Case manager/counselor termination notice; case manager/counselor progress tracking report
12	Category of Exit #036	Grantee Administrative Records
13	Other reasons for Exit #037	Grantee Administrative Records
14	Date Entered Unsubsidized Employment #038	Case manager/counselor progress notes; letter from employer
15	Attainment of state recognized educational or occupational certificate, credential, diploma or degree #042	Copy of diploma/degree; record from Department of Education; school sign-in sheet and certification completed by instructor
16	Total earnings during 6 months since placement #044 a	Pay stubs; employer payroll records; IRS tax forms, administrative/UI wage records, case manager/counselor progress notes with signature
17	Has participant been employed at any time during the 4 th , 5 th or 6 th months after placement? #044 b	Pay stubs; employer payroll records, IRS 1040 forms, case manager/counselor progress notes, self attestation

Revised Elements for Trade Data Validation & Source Documentation Requirements

DATA ELEMENT		Source Documentation Requirements
1	Veteran Status	DD-214, cross match with Veterans Data, cross match with Wagner-Peyser State MIS
2	Most Recent Qualifying Separation	Layoff or rapid response list, determination of eligibility, notice of termination, letter from employer
3	Date of Application	Application in case file, State MIS, WIA registration form, Designation of Eligibility form
4	Petition Number	Worker group certification in case file, State MIS, UI records, DOLBTA website, Determination of Eligibility form
5	Date Entered Training	Vendor training documentation in case file, case notes State MIS, attendance lists, UI records, WIA status forms
6	Date completed, or withdrew from, training	Vendor training documentation in case file, WIA status form, training plan
7	Training Completed	Vendor training documentation in case file, WIA status form, state MIS, case notes about communications with program, applicant statement, UI records
8	Trade Readjustment Allowance (TAA)	State UI records of TRA checks issued, request for allowance, state MIS
9	Waiver from training requirement	Case file documentation that includes initial approval and renewals at 30 day intervals, State UI records of TRA checks issued, form from employment counselor
10	Date of Exit	III.1 Documentation in case file, State MIS, WIA exit form
11	Employed in first full quarter after exit	UI Wage records, WRIS, supplemental data sources as defined in TBGL 7-99, state MIS
12	Employed in third full quarter after exit	UI Wage records, WRIS, supplemental data sources as defined in TBGL 7-99, state MIS
13	Three quarters prior to most recent qualifying separation	III.6 UI Wage records, WRIS, other state wage records, federal wages database
14	Two quarters prior to most recent qualifying separation	III.7 UI Wage records, WRIS, other state wage records, federal wages database
15	First quarter following exit	III.8 UI Wage records, WRIS, other state wage records, federal wages database
16	Second quarter following exit	III.9 UI Wage records, WRIS, other state wage records, federal wages database
17	Third quarter following exit	III.10 UI Wage records, WRIS, other state wage records, federal wages database